

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services**

SECTION **Music Service**

GRADE **PO1**

POST DESIGNATION (TITLE) **Music Events Manager**

Purpose of Job:

To be responsible for:

- i. Overseeing the development and production of all Royal Greenwich Music Service events from inception to completion, while ensuring in-person attendance at all out-of-hours events
- ii. All communication and promotion of RGMS events, including resource planning and allocation

Main Duties:

- 1) To be responsible for the safety of between 500-1000 children and young people at each event, ensuring events are compliant with health and safety legislation and all relating administration and Risk Assessments are complete and shared with the Business and Operations Manager
- 2) As a Deputy Designated Safeguarding Lead, report all incidents to the Royal Greenwich Music Service (RGMS) Manager and to the Deputy Head of Music Service
- 3) Liaise with schools and external providers to plan and deliver enriching live music experiences for children in schools, ensuring these events provide meaningful and inspiring musical opportunities
- 4) To manage musical equipment and instrument requirements for each event, and distribution of instruments, when necessary for each performance
- 5) To be responsible for ensuring the Deputy Head of the Music Service is well-informed of all music productions, including the reporting/meeting of financial targets and budgets of all musical events.
- 6) To promote and uphold inclusive practices by ensuring all activities, programmes, and communications are accessible and equitable, fostering a welcoming environment that values diversity and supports the participation of individuals from all backgrounds.
- 7) Responsible for ensuring the target audience is engaged and the message of the event is appropriately marketed.

- 8) Maintaining and developing effective and constructive relations with all stakeholders including Headteachers, Parents, Music Leads, Venues and Staff across the Local Authority
- 9) Managing and developing relationships with all contractors, suppliers and event venues, including negotiating prices and hire
- 10) Ensuring all relevant contracts/documents relating to hire or use of venue are agreed and approved in a timely manner
- 11) Liaise with Royal Greenwich Children Missing Education & Child Employment Officer to ensure events are compliant with legislation and all relating administration is completed
- 12) Travelling to on-site inspections in order to assess the safety and suitability
- 13) Liaise with the RGMS team re musical content for all performances and events
- 14) Responsible for carrying out post-event evaluations and reporting these backs to the Deputy Head of the Music Service
- 15) Support funding applications, to generate funds for large scale events.
- 16) Where necessary, responsible for moving and setting up of a range of music equipment including, instruments and PA systems.
- 17) Support the creation of reports and documentation in order to meet quarterly submission deadlines for Arts Council England payment conditions
- 18) To implement and advocate for sustainable practices across the music service, including resource management, eco-friendly event planning, digital solutions, and raising awareness to support environmental goals of the council.
- 19) This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools
- 20) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 21) To undertake any other work appropriate to the level and general nature of the post's duties.
- 22) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 23) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 24) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

Deputy Head of the Music Service